NEWS YOU CAN USE

Registry of Educational Personnel (REP) Edition

New for End-of-Year 2007! District-Level Reports

Reports will be available for REP users to access and review from within the REP Application. The reports will be populated as the data are submitted, so that up-to-the-minute totals will be available for district review. Districts may print and review reports at any time during the submission, and are strongly encouraged to do so prior to finalizing the submission process. The following are the reports that will be available:

Assignment Code Summary
This report provides a listing of all assignment codes submitted by the district. This includes the total count of each assignment code and the full-time equivalency (FTE) total for each.

Overall Summary of Data Submission
This report provides an aggregate total of various categories, such as:
- Total number of records submitted
- Total number of administrative assignment codes
- Total number of teacher assignment codes
- Total number of employees separating from the district

FTE by Accounting/Function Code
This report provides the total FTE reported for each accounting/function code submitted.

Highly Qualified Status
This report provides districts with the total number of core academic teachers reported as highly qualified or not highly qualified.

Exiting, Current and New Staff
This report provides districts with data submitted in Field 25: Employment Status. The report includes data for those who have exited the district, new teachers and other staff members.

Professional Development Hours
This report provides districts with the total number of hours of professional development reported for each category in Field 24: Hours of Professional Development.

Keep Your Michigan Education Information System (MEIS) Account Current

Please keep your MEIS contact information current. Update or verify your MEIS contact information by logging in at https://cepi.state.mi.us/MEIS/. If you update your information, be sure to save the changes. This information is used when CEPI and the Michigan Department of Education contact REP authorized users.

Changes in General Education Assignment Codes

New Codes:
- 000LT Theatre/Performance
- 000NH Basic Computer Applications

Deleted Codes:
- 000CX Social Studies
- 000BR Reading
- 000NP Educational Technology
- 000LQ Visual Arts Education
- 000LZ Visual Arts Education Specialist
- 000OX Fine Arts

New to the REP?

Check out the CEPI Web site at http://michigan.gov/cepi. Click on MEIS Data Services, and then click on the Registry of Educational Personnel (on the left navigation bar). A document titled "New to REP" is located under the heading "Current REP Submission." Other helpful documents and links are located under the heading "REP Help and Resources."

Get Connected!

To join the REP Listserv, send an e-mail message to: listserv@listserv.michigan.gov with no subject and the following text in the body of the message (exclude all other text such as signatures, etc.): subscribe cepi-rep.

Contact Us

For application concerns, please e-mail CEPI Customer Support at cepi@michigan.gov. E-mail provides written documentation of your questions/concerns and allows the quickest and most efficient method for providing a response. If e-mail is not an option, you may contact the Help Desk at 517.335.0505 and a help ticket will be created for you. In either case, please include: your name, district code and district name, the CEPI application name, your telephone number (including area code and extension), your e-mail address, and your specific question(s).

Coming Up...

Newsletter regarding data accuracy and data quality

April 1 – July 2, 2007 - Submission of personnel data

Important: The REP data are due June 30, 2007; however, the REP will remain open for data submission through 11:59 p.m., July 2, 2007, since June 30, 2007 falls on a weekend. The entry in Field 1: Date of Count should be "07/02/2007".